



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

OFFICE TECHNICIAN (TYPING)

SALARY RANGE	\$2740 - \$3429
TENURE/TIME BASE	Permanent/Full Time
PROGRAM/DEPARTMENT	South Coast Regional Project
FINAL FILING DATE	June 9, 2015

DESCRIPTION OF DUTIES: Under the supervision of the SCRP Project Director, will perform general clerical functions and office management functions for all regional projects staff as needed. Office management functions include some of the following tasks: order supplies, maintain SCRP communication systems, answer all phones, maintain files of meetings, and other project binders, circulate email and mail notices, assist with Project hosting of events, photo copy and deliver admission packets, support Transition Workers in resource assistance when needed, maintain rosters for all Region and DDSHQ groups, have working knowledge of all region partners and serve as a resource for them as directed. Ensure that equipment is in good working order and follow through on required repair services. Conduct special projects for the Director when asked. Ability to type 40 n.w.p.m.

WHO MAY APPLY: Candidates with list, transfer or reinstatement eligibility for the classification. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews.

Note: Appointment subject to State Restriction of Appointment (SROA), Surplus and Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the State Personnel Board website www.spb.ca.gov. **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
TESTING OFFICE, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: OFFICE TECHNICIAN (TYPING)
RELEASE DATE: 05/27/15